How to Use EdGrants

Fall Title I & Title IIA Statewide Conference
November 3, 2016

MASSACHUSETTS DEPARTMENT OF
ELEMENTARY AND SECONDARY
EDUCATION

Quick Overview

★ FY2017 Title I: 328 Application Submissions; 318 Initial payments issued (as of 10/20/16)

★ FY2017 Title IIA: 314 Application Submissions; 237 Initial payments issued (as of 10/20/16)

★ 100% upload of funds will be happening this month

Prior to Application Submission

★ Log in – using ESE provided credentials.

★ Funding Opportunity (FOPP) Registration – click the registration symbol to tell the system you are about to create a project for this FOPP.

★ Project Creation – create your project by assigning it a name and getting a system generated Project Number.

EdGrants Workflow

★ Application Submission

★ Program Unit Internal Review

★ Program Unit Project Approval

★ Grants Management/Award Step ($)

★ Post Award Step

　★ Automatic first payment (ESE)

　★ Monthly Request for Funds

　★ Multi-Year

　★ Final Reports

EdGrants Navigation Menu

★ Submissions! Submissions!! Submissions!!!

    ★ View your submitted Application

    ★ Access / complete any Applications ready for amendment

    ★ Payment Request Folders

    ★ Multi-Year forms

    ★ Project Record Card

        ★ Informational (approved, initial payment, start dates)

        ★ View / access payments / notices

Using Filters / Customizing User View

★ Best to start with Project Name (this is the name district user gave the project upon project creation)

★ Submission Version:
  - ★ All Versions
  - ★ Latest Version

★ EdGrants retains last filter used for that user

★ Step Name (Orientation / What am I looking at?)

★ FOPP Start Dates (Submissions Menu)

Amending!

★ An Amendment is ANY change to the original submission – though budgetary is the most common.

★ Cannot amend until after 100% upload occurs.

★ Amendments appear as version 2 (or greater depending on how many amendments you have done).

Amending!

★ Step 1 – contact program staff.

★ Step 2 – program staff will send your project back to you for amendment and let you know your Application Submission step is now ready to amend. You will see this as Version 2 (or greater) in Submissions.

★ Step 3 – make edits / changes (SAVE!) and Submit the Application Submission step.

★ Step 4 – Program staff should notify you once it has been approved.

Requesting Funds

★ Request window opens on the 20th of each month and stays open until the last day of the month.

★ Payment Request form is not available before the 20th of the month.

★ Payment Request form is not available if your grant has not been approved / processed.

★ Payment Request form is not available if you have not received your Initial Payment from ESE.

★ Payment Request form is not available if your project is under amendment at a prior step.

Current Grants Management Contact Information

Grants Central Phone: 781-338-6595			
Grants Management Employees			
Jenn Ahern	Education Specialist/Supervisor	jahern@doe.mass.edu	781-338-3215
Liz Celata	Education Specialist	ecelata@doe.mass.edu	781-338-6566
Mary Faith	Grants Management Specialist	mfaith@doe.mass.edu	781-338-6573
Debra Bartlett-Wilcox	Grants Management Specialist	dbartlett-wilcox@doe.mass.edu	781-338-6576
Melissa Williams	Grants Management Specialist	mwilliams@doe.mass.edu	781-338-6233
Rich Mulcahy	Director of Financial Operations	rmulcahy@doe.mass.edu	781-338-6560
Part-time Employees			
Susan O'Brien	sobrien@doe.mass.edu	781-338-6572	
Victoria Munoz	vmunoz@doe.mass.edu	781-338-6575	